
Advisory Committee Meetings: Roles and Expectations

Preamble:

The advisory committee plays an essential role in the progression of a graduate student in the Neuroscience Graduate Program. It is intended to support the student, and the meeting itself is not intended to be a defense. This document conveys the roles and expectations of all involved in the advisory committee meeting, and supplements the information found on-line, which also provides information about the content of the presentation and written report. See:

https://www.schulich.uwo.ca/neuroscience/graduate/advisory_committee.html

The roles described below for the supervisor and students supplement the broader roles and responsibilities of the supervisor and student, which are found at:

<https://grad.uwo.ca/administration/supervision.html>

Role of the Advisors:

- helps ensure the scope of the project is reasonable
- helps assess and guide the scientific progress of the student
- provides recommendations for course work
- establishes goals/expectations for next meeting
- makes recommendations for the transfer of master's students to the doctoral program
- assists in establishing the scope of the comprehensive examination for PhD students
- makes recommendation for permission to write thesis. One of the advisors (in addition to the supervisor) may approve the thesis before it is submitted for examination
- sets timeline for next meeting
- be available as a resource that the students can approach between meetings, if required

Role of the supervisor on the advisory committee:

- the supervisor is a member of the advisory committee, so has the roles above unless otherwise specified
- prior to the meeting, works with the student in preparing the written report and oral presentation

Role of the Program Representative:

- serves as chairperson
- the program representative **MUST** be present for the meeting to take place
- ensures that the objectives of the graduate program are being met
- monitors student progress
- completes meeting reports and communicates outcomes of the meeting

Role of the student in regards to advisory committee meetings:

- schedules meetings at least once every six months or earlier, if needed
- one week prior to the meeting, sends a progress report to the advisory committee, including the previous committee report (if applicable)
- brings a new pre-filled meeting report for the program representative
- prepares a presentation (1st meeting: 5-10 mins; All other meetings: 15-20 mins)
- notifies the advisory committee of the seminar presentation date

Sample meeting outline (1 hour):

1. Introductions (first meeting)
2. Presentation
3. Discussion
4. Student is then asked to leave the room
5. Student is brought back in and provided feedback on their progress

How often are meetings held? At least every 6 months. If issues arise, then a meeting can be called by the student, the supervisor, the program representative, or the Director of the Program in shortened intervals, as needed.

Want to Roll-Over into a PhD? After discussing this option with your supervisor, you will need to arrange a committee meeting. When scheduling the meeting please plan for 1.5 hours. In addition to your 5 page progress report you will also need to send your advisory committee a one page plan for your PhD project, and you should be prepared to discuss the rationale and conduct of the proposed project. A roll-over must be approved before the sixth term of Master's registration.

Where can students go to for assistance between meetings?

1. Your Supervisor, Advisors or Program Representative
2. The Program Director
3. The Program Coordinator
4. Your Student Representative
5. Peers: members of your lab, SONGS – Society of Neuroscience Graduate Students
6. Other resources on campus:
 - i) [Centre for Teaching and Learning](#)
 - ii) [Ombudsperson](#)
 - iii) [Psychological Services](#)
 - iv) [SGPS – School of Graduate and Postdoctoral Studies](#)
 - v) [SOGS – Society of Graduate Students](#)
 - vi) [Student Health Services](#)
 - vii) [Writing Centre](#)
 - viii) [Wellness Education Center](#)